

The Iowa Council on Homelessness

DRAFT MINUTES EXECUTIVE COMMITTEE MEETING

Friday, December 15, 2017

10:00 AM

Meeting Location:

Iowa Finance Authority, 2015 Grand Ave., Des Moines, McNarney Conference Room,

- I. Introductions**—The meeting was opened by Committee Chair *Ben Brustkern*. The following additional committee members were in attendance:

Karin Ford (Vice-Chair)

Tim Wilson

Donna Phillips

Ashley Odom (phone)

Carrie Moser (phone)

Crissy Canganelli (phone)

David Hagen (phone; joined late)

Diogenes Ayala (phone; joined late)

A quorum was achieved.

The following non-committee members were in attendance:

Gary Wickering

Amber Lewis

Emily Harvey (phone)

Heather Harney (phone)

Dusty Noble (phone)

- II. Approval of Agenda –**

Motion: Donna

Second: Karin

Motion passed

- III. Approval of Minutes from 10/20/2017**

Motion: Karin

Second: Tim

Motion passed

- IV. Committee Updates**

- a. Coordinated Entry (*Carrie Moser*)**

The committee has identified voting members from different regions. It is currently fine-tuning policies and procedures. The pilot site in Cedar Rapids area is moving through the prioritization process to see what's working. The committee anticipates meeting HUD's requirements for the January deadline; now just working on getting other regions to where they need to be. The committee will meet next on Tuesday, December 19 at 10:00 a.m.

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b. Research and Analysis (*David Hagen*)

David offered an overview of a document proposed by the committee that provides for a bi-annual review of performance of CoC projects. Both the CoC and R&A committees have met to review this. Gary also provided comment on the document, noting that ICA can support data quality and basic metric standards outlined in the document.

It was noted that the document has not been posted to the ICH website. The committee agreed to table further discussion so that members have an opportunity to review in more depth.

Donna asked who will be reviewing the reports that programs submit. David responded that this isn't decided yet, but the CoC Committee could play a role. Eventually the Coordinated Services Regions may also play a role, although likely not ready for that yet. Timing was discussed: The first report could be due in April, looking at a previous six-month period. R&A Committee could also work in reviews, if nobody else was going to.

Discussion also touched on what could be included for domestic violence service agencies; Gary shared that most of the report could be mimicked in the DVIMS system with one exception (part B). Also: reports will include data quality to a greater extent than has been done before for the CoC program (similar to how ESG includes this now).

Next steps: will be posted and reviewed further at the Exec. Committee's February meeting.

c. Public Awareness (*David Binner or Diogenes Ayala*)

Returned to this when Diogenes joined late. Discussed one-pager and upcoming Homelessness Awareness Day on the Hill. Chef D: update: fell on hard times and is no longer running his business. Polk County update: no ED as of the end of December; goal is to have this resolved by April.

Other items related to the Day on the Hill: Gary noted that the Day on the Hill is always a scramble at the end to get materials ready; would like to get this prepared ahead of time, Tim put in a request to the Department of Education to get data for homeless school children. Ben asked if we have moved the ICH meeting to the 20th to match up with the Day on the Hill; verified that calendar invitations show that the meeting is on the 20th.

Motion: To confirm this, Tim made a motion to move the March council meeting to the 20th.

Second: Donna

Motion passed

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- d. Policy and Planning (*Crissy Canganelli*)**
Did not meet; no report.
 - e. Nominating (*Ashley Odom*)**
Did not meet this month; however, just received an email this morning from one council member stepping down, so will have one seat open needing filled.
 - f. Continuum of Care (*Tim Wilson*)**
Met this week; most of conversation was reviewing document David H. presented. Will continue discussion at next meeting on January 9th.
- V. HMIS Report (*Institute for Community Alliances; Gary Wickering*)**

AHAR has been submitted and completed. PIT 101 training is next Tuesday. Intend to refer folks in counties to their regional leads. If there are new regions that will be finalized by January 9th, Gary will need new map and contacts by that date. Last year had 32 out of 96 counties reporting; this year hoping to have more.

Diogenes asked how people can get connected to their local counties to help with their counts. Also reviewed where on the website to currently find the contacts for each region. Discussed who should participate in street count training; anyone may attend that is interested in participating in the street count in any way. Webinars will be recorded. The tool for the street count will have a link to a 10-minute training.
- VI. Coordinated Entry Report (*Heather Harney*)**

HACAP will be submitting Issues and Conditions to HUD to finalize contract by the end of the year. The toll-free 800 phone line is up for virtual intake. Dusty has been out in the eastern part of the state especially; working with CSRs. HACAP intends to work with Tim, who will support western areas of the state. Gary asked about an MOU for ICA; Heather responded that they will have this ready for the upcoming Tuesday committee meeting.
- VII. Iowa Finance Authority staff updates (*Amber Lewis*)**
 - a. January 18, 2018 ESG & SAF training, with OrgCode guest speaker on Coordinated Entry**

Amber provided an update on this upcoming grant training, with a guest speaker from OrgCode scheduled to present during a morning session. Amber then asked if the committee would advise to open this training up for ICH members and/or CoC grantees, and utilize ICH appropriation funds for additional costs such as for lunch. Committee members expressed support for this.
 - b. Update on current ICH appropriation funds**

Amber shared that there are still funds available through the current appropriation, which the committee had previously recommended be used for trainings. IFA does not intend to plan other trainings on its own, but if the council plans these trainings, IFA's intention would be to support the costs. Crissy noted that the

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Coordinated Entry P&P manual in the back contained a list of required or recommended trainings. Crissy will review these and work on moving forward to plan some other trainings.

VIII. Old Business

a. Review of the 2017 Consolidated Application: Follow-up to increase future scoring opportunities.

Karin had a co-worker try to review it, but was a struggle to understand some of the scoring guidelines from HUD, especially not knowing the details of the program. Comments overall included: she found the application plausible; believable; was a good report overall; she was supportive of the application.

Gary noted the importance of data quality, timeliness, and destination error reports for the system performance measures scoring. This should be better next year if we move forward with plans to incorporate additional related monitoring.

b. HUD Technical Assistance for CoC Structure Review

Amber provided an update that HUD TA was approved, with one introductory phone call so far. Sixteen hours of remote assistance was approved initially; the TA providers are working on a request to HUD for more in-depth follow-up.

IX. New Business

a. Coordinated Services Regions Year 2: Recommendations from review panel (Ben Brustkern)

Four new applications came in. Eight renewal LOIs came in.

Discussion included the unique situation of Scott County's new application request to be a single-county region, but without requesting funding. Discussed two suggestions from initial review committee: 1) Ask Scott County to take on Cedar County for planning purposes; and/or 2) Ask them to reframe their region as more than one county, just serving counties across the river. Discussion of whether Cedar County could also fit well into a different region. Donna shared a concern with arbitrarily assigning Cedar County to Scott County, when we don't know how closely they are connected to Scott County.

Discussion continued to other recommendations from the review group. All renewals were recommended by the review group for approval. Three of the four new applications scored above the 30 point threshold, with Upper Des Moines scoring below 30.

Discussion then continued to potential conflict of interest for some members of the Executive Committee, and how to handle this. The possibility was discussed of holding another meeting of a smaller unofficial committee of designated Executive Committee members that didn't have conflicts of interest. Emily Harvey requested opportunity to comment: she shared a concern with making any

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meeting private and nontransparent; a good thing with the council and committee meetings currently is that they are open and public.

The committee then discussed separating out the issue of approving regions from recommending funding for regions.

Motion: Donna made a motion to approve all regions as applied, but without recommending one way or another on funding. She further clarified that this would include leaving Cedar County out of any current region, but asking the neighboring regions to have discussions about which region can best cover Cedar County in the future, even though no additional funds would likely be available to do so at this time.

Second: Diogenes.

Roll call vote:

Ayes: Tim, Donna, Karin, David, Diogenes

Abstains: Carrie, Crissy, Ashley, Ben

Motion passed

Motion: Donna then further made a motion to hold another Executive Committee meeting to discuss the issue of funding recommendations.

Second: Diogenes

Ayes: Tim, Donna, Karin, Ashley, Diogenes

At this point, the meeting became very rushed, and the results of this vote and next steps were unclear.

X. Public Comment

None.

XI. Adjourn

Motion: Karin

Second: Ben

Motion passed.